

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale
Held on Tuesday, March 9, 2021 at 6:00 P.M.**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, March 9, 2021, at 6:00 P.M. via Zoom Video Conference.

CALL TO ORDER –Mayor Prud’homme-Bauer called the meeting to order at 6:00 P.M.

Town Council:

Mayor Robyn Prud’homme-Bauer
Vice Mayor Debbie Hunseder
Councilmember Bill Regner
Councilmember Marney Babbitt-Pierce
Councilmember Lisa O’Neill

Town Staff:

Town Manager Tracie Hlavinka
Public Works Director Maher Hazine
Police Chief Randy Taylor
Community Development Director Ruth Mayday
Interim Finance Director Rob Sweeney
Parks and Recreation Manager Joni Westcott
Acting Town Clerk/HR Manager Annie Oddonetto

**PRESENTATION BY THE YAVAPAI-APACHE NATION REGARDING
DISTRIBUTION OF GAMING REVENUES UNDER PROPOSITION 202**

Yavapai-Apache Nation Tribal Chair Jonathan Huey met Mayor Prud’homme-Bauer in the Administrative Conference Room at Town Hall. Chair Huey was accompanied by Cliff Castle Casino General Manager Aaron Moss who was hired in December 2019 but has not had a chance to meet due to COVID. Mr. Moss introduced himself to Council and provided an update on the Casino. Chair Huey then presented a check for \$14,863.16 to Mayor Prud’homme-Bauer.

PUBLIC COMMENT – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

Mayor Prud’homme-Bauer took a moment to acknowledge the recent passing of long-

time Clarkdale resident Bill Snyder, often referred to as "Mr. Clarkdale".

Organizational Reports – Reports regarding regional organizations submitted digitally for the following:

CAT – Cottonwood Area Transit – No report

VVTPO – Verde Valley Transportation Planning Organization – No report

NACOG - Northern Arizona Council of Governments – Vice-Mayor Hunseder submitted report
<https://nacog.org/fileLibrary/RC%20Meeting%20Materials%20022521.pdf>

NAMWUA - Northern Arizona Municipal Water Users Association – Submitted by Council Member O'Neill

VVREO – LRSPC - Verde Valley Regional Economic Organization's Long Range Strategic Plan – No report

TPAC – Transportation Policy Advisory Council – Councilmember Regner submitted report

VFLC – Verde Front Leadership Council – Submitted by Mayor Prud'homme-Bauer

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

A. Approval of Minutes of the Common Council - Approval of the minutes of the Regular Meeting held February 9, 2021 and Special Meetings held February 16 and 23, 2021.

B. Claims - List of specific expenditures made by the Town during the previous month. February 2021 check log and PPE dated January 30, February 8, 13, and 16, 2021.

C. Board and Commission Minutes – Acknowledgement of receipt of minutes and draft minutes of the previous month's Board and Commission Meetings.

Design Review Board Notice of Cancellation of meeting February 3, 2021
Planning Commission Notice of Cancellation of meeting February 16, 2021
General Plan Committee Notice of Cancellation of meeting February 11, 2021
Parks and Recreation Commission minutes of meeting held February 10, 2021

D. Mayors' Day of Recognition for National Service Proclamation – Approval of a proclamation which is a national bipartisan effort to recognize the positive impact of national service in cities and towns, to thank those who serve, and to encourage citizens to give back to their communities.

E. National Vietnam War Veterans Day Proclamation – Approval of a proclamation setting March 29, 2021 as National Vietnam War Veterans Day in Clarkdale.

F. Proclamation Declaring April 2021 as Water Awareness Month - Approval of a proclamation declaring April 2021 as Water Awareness Month in the Town of Clarkdale.

- G. Proclamation Declaring April 18 – 24, 2021 as Volunteer Appreciation Week** – Approval of a proclamation declaring April 18 – 24, 2021 as Volunteer Appreciation Week in the Town of Clarkdale.
- H. Resolution Adopting a Fair Housing Policy** – Approval of Resolution #1641, a resolution adopting a Fair Housing Policy, making known the Town's commitment to the principle of fair housing and describing actions it shall undertake to affirmatively further fair housing.

Action: Approve Consent Agenda items A-H as presented.

Motion: Council Member Regner

Second: Vice Mayor Hunseder

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

NEW BUSINESS

FISCAL YEAR 2019-2020 ANNUAL FINANCIAL STATEMENTS – Presentation and discussion regarding the Fiscal Year 2019-2020 Audit and Annual Financial Statements.

The annual audit of the Town's financial statements is complete for Fiscal Year 2019-2020. The Annual Financial Statements and Independent Auditors' Report summarizes all funds including General, Streets, Water, Wastewater, Sanitation, and Cemetery, and is presented on the basis of accounting prescribed by the Uniform Expenditure Reporting System (UERS), as required by the Arizona Revised Statutes, and in accordance with the voter-approved permanent base adjusted expenditure limitation. Work was completed by the Town's contracted independent audit firm, Colby & Powell, PLC.

Interim Finance Director introduced auditor Scott Graff from Colby & Powell, PLC. Mr. Graff presented a summary of the 2019-2020 Audit and Annual Financial Statements. Council Member Regner inquired about Mr. Graff's observations of the recent transitions in Town Staff and for any guidance he may have on the upcoming recruitment for Finance Director. Mr. Graff shared that, in his experience, the transition at the Town of Clarkdale has been smooth which he contributes to staff preparation and intact internal controls. For Finance Director recruitment, Mr. Graff advised Council to ask lots of questions and encouraged the Town to reach out to him throughout the year, not just for the annual audit.

A member of the audience submitted a question for Interim Finance Director Sweeney to the Town Clerk via chat. Mayor Prud'homme-Bauer noted that this item is not open for public comment and directed staff to respond to the question.

Action: This is a report only. No Council action is necessary.

RESOLUTION MAKING APPOINTMENT TO THE DESIGN REVIEW BOARD – Approval of Resolution #1642, amending Resolution #1637, making an appointment to the Design Review Board.

The Design Review Board has one vacancy due to a resignation. The term for the vacant position will expire September 30, 2021.

The interview panel reviewed the applications submitted to the Clerk and after one applicant withdrew his application, interviewed one applicant. Rob Robbins is a Clarkdale resident and current PSPRS board member. Rob has experience working on boards and his interview with the panel made the recommendation to the Council that he be considered for appointment and easy choice.

The Selection Committee puts forward the following name as recommendation to serve the balance of the vacant term on the Design Review Board:

Rob Robbins

September 30, 2021

Acting Town Clerk Annie Oddonetto presented information on this topic to Council. Council Member Regner provided further input as a member of the interview panel. Mr. Robbins was present and thanked Council for the opportunity.

Action: Approve Resolution #1642, amending Resolution #1637 making an appointment to the Design Review Board.

Motion: Council Member Babbitt-Pierce

Second: Vice Mayor Hunseder

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

DIRECT CONTRACT CLA-VAL COMPANY, WESTERN REGIONAL SERVICE – Discussion and possible action regarding a direct sole source contract with Cla-Val Company for upgrade and rebuild of various pressure reducing valves (PRVs) and authorize the Public Works Director to sign the agreement in an amount not to exceed \$38,500 over a three-year cycle.

The Town owns a series of pressure reducing valves (PRV). These PRVs allow the staff to regulate the pressure of the water distribution system across the varying ground elevation.

As with any equipment, ongoing maintenance is required. All of the Town's PRVs are in need of major upgrade by installing stainless steel tubing, fittings, pressure gauges, and

ball valves. Additionally, we will be initiating an annual program to rehab PRV stations on a three-year cycle. The first year will include Black Hills, Lanny Lane, and 7th and Main Street PRVs.

In compliance with Town Code, any purchase of product or service greater than \$10,000 does require three quotes. However, all of the PRV's in the Town are made by a single manufacturer: Cla-Valve Company They are the sole authorized service center. As such, Town code does allow for direct select and contract with such an entity.

As such, we are electing to utilize **Cla-Val Company Western Regional Service** to perform such upgrade and rebuild of the Town's PRVs. The cost for the rehabilitation will not exceed \$14,500 for the first year, with a three-year total not to exceed \$38,500 subject to Council appropriation in future years.

Public Works Director Maher Hazine presented information on this topic to Council and clarified that the first-year cost was misstated as \$14,500 instead of \$18,500.

Action: Approve direct contract with Cla-Val Company Western Regional Service for rebuilding and rehabbing various Town-owned PRVs and authorize the Public Works Director to sign the agreement in the amount not to exceed a total of \$38,500 over the three year period.

Motion: Council Member Regner

Second: Council Member O'Neill

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

VISION, MISSION, GUIDING PRINCIPLES AND 2021 TOWN COUNCIL WORK PLAN –

A work session to discuss the Vision, Mission, Guiding Principles and Work Plan from the 2021 Strategic Planning Session.

Strategic Planning occurs to assist organizations with developing clear plans of action for future opportunities and strategies.

The Town Council and Staff conduct the Annual Strategic Plan Meeting to determine priorities, give updates of previous projects and gain consensus for future strategies. The Town Council, Town Manager, and staff met on February 16, 2021 to conduct this annual meeting. The Council reviewed the Town Vision Statement, Mission Statement, Guiding Principles and Work Plan Goals. The Council gave four (4) suggested wording for both the Vision and Mission Statement. At the request of the Town Council, the Vision, Mission and Guiding Principles document has been included in the packet with the eight (8)

suggested statements and current Guiding Principles for further review. The Town Council kept the same six (6) goals in the Work Plan document. These goals are as follows:

- Goal 1) Enhance the quality of life for Clarkdale residents
- Goal 2) Continue leadership roles in collaborative efforts in the region
- Goal 3) Recognize and preserve Clarkdale's history
- Goal 4) Maintain a quality workplace for employees
- Goal 5) Maintain transparency
- Goal 6) Enhance marketing, communication and economic development for Clarkdale

Several priorities were presented by Staff to the Town Council. There was a consensus of the Council to include the presented priorities in the upcoming 2021 Town Council Work Plan draft. The document was revised to add the new priorities for 2021 and omit items completed by staff in 2020. This document is the 2021 Town Council Work Plan. Staff will provide the Town Council with quarterly updates keeping them abreast of progress and providing transparency to citizens.

Town Manager Tracie Hlavinka presented the four (4) proposed Vision Statements that were drafted during Strategic Planning on 2/16/2021.

1. *A town with an emerging urban vibrancy guided by its rural small-town sense of community, unique history, and commitment to sustainable practices.*
2. *Live, work and play in Clarkdale, creating a town that makes sense.*
3. *Live, work and play in Clarkdale, designing a town that makes sense.*
4. *Clarkdale, a place that makes sense to live, work and play.*

Council Members Babbitt-Pierce, O'Neill, Hunseder and Prud'homme-Bauer preferred #4. Council Member Regner reiterated his preference for #1 but agreed that #4 was acceptable. Vision Statement #4 "*Clarkdale, a place that makes sense to live, work and play*" was approved by majority vote.

Town Manager Hlavinka then presented the four (4) proposed Mission Statements that were drafted during Strategic Planning on 2/16/2021.

1. *The Town of Clarkdale honors its history while we strive to build a sustainable future for an equitable and thriving community.*
2. *The Town of Clarkdale, while honoring its history, strives to build a sustainable future for an equitable and thriving community.*
3. *While honoring our history, the Town of Clarkdale strives to build a sustainable future for an equitable and thriving community.*
4. *While embracing our history, the Town of Clarkdale strives to build a sustainable future for an equitable and thriving community.*

Council Members Babbitt-Pierce, O'Neill, Hunseder and Prud'homme-Bauer preferred #4. Council Member Regner questioned the need to change as the current Mission Statement is still true and relevant. Discussion ensued; Council ultimately agreed upon Mission

Statement #4 *"While embracing our history, the Town of Clarkdale strives to build a sustainable future for an equitable and thriving community."*

Town Manager Hlavinka then presented the Town's current Guiding Principles for review. Council Member Regner expressed dissatisfaction with the current definition of Capital Management. Council Member Babbitt-Pierce agreed and suggested the principle be changed to Resourcefulness and consolidated with the Creative principle. Council Member Babbitt-Pierce further suggested the addition of a Customer Service principle and revision of the Equity principle. Mayor Prud'homme-Bauer directed Council Members Regner and Babbitt-Pierce to work together on drafting the proposed changes to be brought back to Council for a further Work Session.

Town Manager then presented the 2021 Work Plan document. Goals 1-C, 1-G and 5-E were amended following Council discussion.

Town Manager Hlavinka advised that this item will return to Council as another Work Session once Council Members Regner and Babbitt-Pierce have created a draft revision of the Guiding Principles.

Action: This is a work session only. No Council action is necessary.

FUTURE AGENDA ITEMS –

- Council Member Babbitt-Pierce proposed a Work Session to consider the renaming of Town facilities. Mayor Prud'homme-Bauer supported this proposal and directed staff to add the item to a future agenda.

ADJOURNMENT: Without objection Mayor Prud'homme-Bauer adjourned the meeting at 7:55 P.M.

APPROVED:



Robyn Prud'homme-Bauer, Mayor

ATTESTED/SUBMITTED:



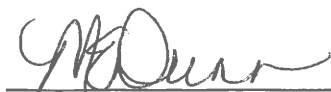
Mary Ellen Dunn, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 9th day of March, 2021. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 14th day of April, 2021.

SEAL



Mary Ellen Dunn, Town Clerk